

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: OCTOBER 7, 2013

REVISED: NOVEMBER 27, 2013

CLOSING DATE: DECEMBER 12, 2013

DEPARTMENT: Health & Emergency Services

POSITION: Executive Administrative Assistant

LOCATION: Globe

JOB CODE: 13-108

ANNUAL SALARY: \$33,716.80-\$50,044.80 DOE

NATURE OF WORK

Provides proactive, confidential and advance level of administrative support for the operations of a Department Head; coordinates activities with other departments and agencies.

DUTIES AND RESPONSIBILITIES:

- Maintains Department Head's calendar; opens, reviews and distributes mail; manages travel arrangements; attends meetings, takes accurate and complete notes, and creates summary documents; schedules meetings, appointments, conference room reservations, and/or court dates; maintains departmental calendars.
- Anticipates and prepares material needed by the Department Head for correspondence, appointments, meetings, conferences, etc; composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the Department Head; creates, edits and processes complex and confidential correspondence, technical documents, information packets and other communications; may take and transcribe meeting minutes.
- Coordinates travel arrangements and reservations; compiles expense reports and travel vouchers for reimbursement.
- Answers and screens incoming calls; responds to general inquiries; provides information and assistance to constituents, visitors and others having business with the County; responds to requests for information within the span of authority.
- Verifies, logs and deposits departmental revenues received; reviews monthly bank statements prior to submitting to Finance Department; prepares Treasurer's receipts; processes credit card statements; processes, tracks and submits departmental invoices to Finance Department for payment.
- Interfaces with other departments, County personnel and the public regarding departmental matters.
- Assists with coordinating human resources related functions; creates and maintains personnel files; processes payroll authorization forms; prepares organizational charts.
- Processes employee time reporting sheets; records leave requests and tracks employee leave accruals.
- Coordinates and orders office supplies; maintains supply inventories for the office.
- May create agreements, memos of understanding, bid packages, and/or easements as required; provides assistance with special projects and/or community functions.
- Maintains accurate and proper storage of departmental files, records and documentation; may prepare and file legal documentation as required.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines and adhering to confidential information.

DISTINGUISHING CHARACTERISTICS:

Employees at this level assume a greater degree of responsibility in dealing with the activities and issues of considerable scope and importance due to the responsibility of the department head they support. Employees apply specific knowledge of policies and procedures of the organization in order to organize and coordinate work within the office, relieve the Department Head of the more routine administrative detail and serve in a confidential role to the Department Head.

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EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and five (5) years administrative/secretarial experience; or equivalent combination of education, training and experience. A valid Arizona Driver's License; depending on area of assignment, may require Notary Public License.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Principles and practices of office administration; general office practices and equipment; standard computer software applications; records management processes and standards; general accounting processes; business and personal computers, and business office software applications; County organization, operations, policies and procedures.

Ability to: Coordinate a variety of administrative functions; prepare correspondence, documents, reports and forms; take and transcribe dictation; maintain departmental records and documentation; coordinate meetings and travel arrangements; respond to inquiries and provide assistance to the general public; communicate effectively verbally and in writing; maintain a high level of confidentiality and discretion.

Skills in: Performing advanced clerical functions and providing executive level administrative support.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.